

Steps to fill the HPCET-2024 Application Form:

1. Create your account by clicking on the Registration tab available on the Login Detail Page. An Account Registration form will appear.
 - (a) Fill all the required fields i.e. Name, Date of Birth, email-id, Mobile No. etc.
 - (b) After submitting the form, Username and Password will display. The candidates are advised to note down that Username and Password for future reference. The candidate(s) will get his/her login details on the entered registered e-mail id(s) and mobile number.
2. The candidate must fill in the required information in the login detail page *i.e.*, Userid and Password. After clicking on the login button, Basic details page will open.
3. In the Basic Detail Page fill all the authenticated entries.
4. In the given entries, on the selection of **Nationality** as **Indian** then State dropdown list highlighting Indian States will show and on the selection of **Others** then textbox will show where candidate will have to fill the name of the country belonged.
5. On the selection of **AIQ (All India Quota) / KM (Kashmiri Migrant)** from the **Quota Under which Applied** dropdown list then only **GENERAL** Category will show and if **HPSQ (Himachal Pradesh State Quota)** is selected then all Categories will show *i.e.* as per State Govt. reservation policy.
6. After the selection of Category the Subcategory and its pertaining subclass(s) dropdown will be displayed.
7. After filling in all the requisite details applicant must click on the Save and Continue button and he/she will be redirected to another page for uploading Photograph, Signature and other required documents.
8. To upload Photograph, Signature and related documents, click on the upload button.
Note: The scanned images of photograph, Signature and other related documents should be in .jpg/.jpeg /.png/.pdf format only and their sizes must be less than 100 kb.
9. After this, the candidate will be redirected to the Payment Page *i.e.*, Make fee payment. Candidate(s) can make fee payment through online mode only by using Internet Banking, Credit/Debit Cards, UPI etc. After successful payment, candidate will be able to print the HPCET 2024 application form in .PDF format.
10. If the .PDF file of the HPCET 2024 application form is not generated by the system after making the successful payment, the candidate has to wait for at least 2 working Days. After the verification of payment from the Account Department the Candidate can download the .PDF of application form from their login dashboard. The candidate will also receive the .PDF in their respective email ID. After that if .PDF is still not generated, the candidate may contact at technical helpline number: 01972-226914 or email at id: queryadmission@outlook.com along with the mandatory details including **Form No, Transaction number and Payment proof**.
11. Ensure all the entries displayed in the Confirmation Page are correct.
 - (a) If all the information is correct, then the candidate can click on Final Submit button. After the final submission, all the entries made in the HPCET-2024 application form will be locked permanently and cannot be changed.

- (b) The multiple payments (if any) received by the University on the same HPCET 2024 application form number will be refunded at the end of the online form process. The candidate can download the refund form from the official website of H.P. Technical University and may send the filled refund form at email-id: finofficerhimtu@gmail.com Candidate(s) can contact at 01972-226907 of HPTU finance branch for refund-related queries.

12. When the Admit card of HPCET 2024 will be generated,

- a) Candidate will download the Admit Card from their login dashboard
- b) Candidate will also receive the admit card in their respective email ID.